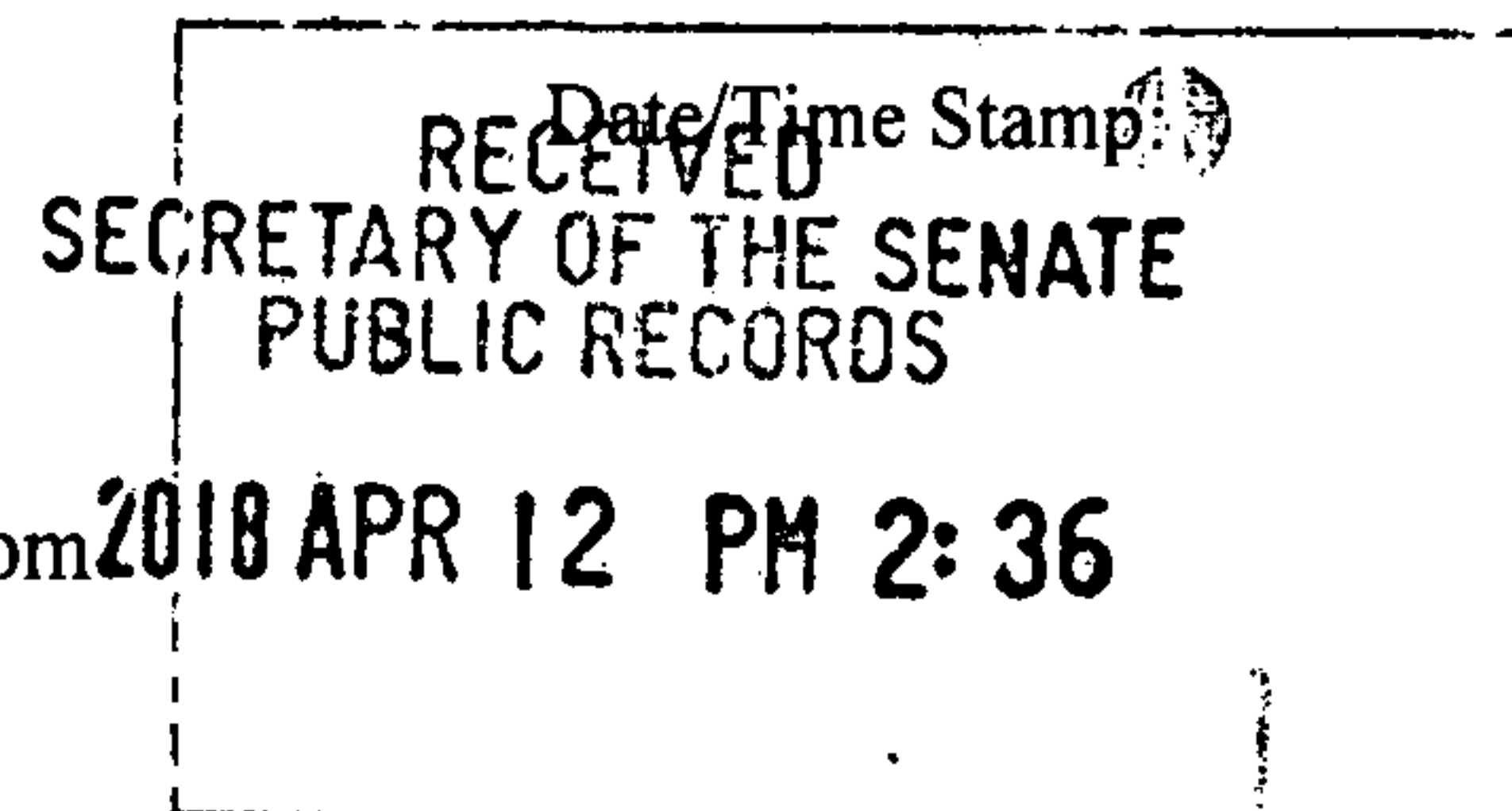


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)

Travel date(s): April 4-6, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | \$423.90 | \$214.00 | \$39.98 | \$0 |
| <input checked="" type="checkbox"/> Actual Amount | | | | |

Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | N/A | N/A | N/A | N/A |
| <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended a seminar on competency-based education. See agenda for additional information.

04/12/18 ANDREW LACASSE [Signature]
(Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

04/12/18 Lamar Alexander
(Date) (Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC MAR14 1:08 PM

Name of Traveler: Andrew LaCasseEmploying Office/Committee: Senate HELP CommitteePrivate Sponsor(s) (list all): Postsecondary National Policy Institute (PNPI)Travel date(s): April 4-6, 2018*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Hooksett, NH

Explain how this trip is specifically connected to the traveler's official or representational duties:

I work on higher education policy for the Senate HELP Committee and this trip will expand my understanding of competency-based education issues and concepts as the Senate prepares to reauthorize the Higher Education Act this spring.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

03/14/18
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, LAMAR ALEXANDER hereby authorize ANDREW LACASSE
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

03/14/18
(Date)

Lamar Alexander
(Signature of Supervising Senator/Officer)



Competency-Based Education

Wednesday, April 4 – Friday, April 6

Manchester, New Hampshire & Haverhill, Massachusetts

SEMINAR GOALS

- Increase participants' understanding of the roles that faculty, employers and institutions of higher education play in supporting and implementing competency-based education (CBE) programs.
- Increase participants' understanding of how students experience CBE.
- Deepen staff knowledge of the CBE regulatory environment - how experimental sites authority is facilitating or challenging the use of CBE on college campuses.
- Extend participants' knowledge of how quality is assured in developing and implementing competency-based learning.

AGENDA

Wednesday, April 4

- | | |
|----------------|---|
| 7:35 PM | Depart Baltimore Washington International (BWI) Southwest Airlines Flight # 1839 |
| 8:55 PM | Arrive Manchester, NH |
| 9:30 PM | Check-In: Fairfield Inn & Suites by Marriott-Hooksett, Hooksett, New Hampshire |

Thursday, April 5

8:00 AM - 9:00 AM

**Working Breakfast/CBE Review
Fairfield Inn & Suites by Marriott-Hooksett**

Facilitators:

MaryEllen McGuire

Jessica Bowen

Questions for Discussion:

- What is competency-based education? What are some of its defining characteristics?
- What is the difference between competency-based education and prior learning assessment?
- What are the different types of competency-based education program designs?
- Who currently participates in competency-based education programs? What are the current demographics? What, if anything, do we know about these students' outcomes?

9:00 AM - 10:00 AM

Travel to Northern Essex Community College (NECC)

10:00 AM - 11:30 AM

**Welcome & Introduction to NECC and a course-based
model of Competency-Based Education
Northern Essex Community College, Haverhill,
Massachusetts**

Speakers:

Dr. Kim Burns, Dean of Academic Innovations & Professional Development

Dr. Bill Heineman, Vice President of Academic & Student Affairs

Questions for Discussion:

- What led to the creation of NECC's CBE programs?
- What are the various types of CBE and where does course-based CBE fit?
- How was it created and designed? How do these programs currently work?
- Who is participating in your competency-based education programs?
- How are you evaluating your program? Do you have student outcome data to share?
- What is the Competency-Based Pathways in Early Education and Care Initiative?

11:30 AM - 12:30 PM

Working Lunch and Roundtable with Students, Learning Coach Ada Greenberg, and Faculty Members

Speakers:

Ada Greenberg, Learning Coach

Students and Faculty selected by NECC

Questions for Discussion:

- Faculty: How did you come to this teaching model? What sort of preparation have you received on teaching outside of a traditional classroom? How does this modality meet the needs of community college students? What have been some of the challenges you've faced? What changes would you make to this type of programming?
- Students: What attracted you to this program? Are things going as planned? What challenges have you faced/successes have you achieved?
- Learning Coach: What is your role? How do you support students?
- ALL: What advice do you have for policymakers interested in helping facilitate CBE?

12:30 PM - 1:30 PM The Federal Government, CBE & Lessons Learned

Speakers:

Dr. Bill Heineman, Director of Compliance

Heather Mores, Director of Compliance for Student Affairs

Dr. Kim Burns, Dean of Academic Innovations & Professional Development

Questions for Discussion:

- What has NECC's experience with the U.S. Department of Education's Experimental Sites Initiative been like?
- With regard to offering CBE programs generally, and with regard to working with the federal government under experimental sites authority, what lessons have you learned so far?
- What advice do you have for policymakers charged with rewriting current law? What does current law have right? What does current law have wrong? What additional guidance or support do you need from policymakers, the law or regulations?

1:30 PM - 2:30 PM Travel to Southern New Hampshire University (SNHU)

2:30 PM - 4:00 PM Arrive at Southern New Hampshire University (SNHU)
Welcome from Dr. Paul LeBlanc & Introduction to
SNHU/College for America

Speakers:

Paul LeBlanc, President of Southern New Hampshire University

*William Hartglass, Vice President Strategic partnerships and Channel Development,
Workforce Partnerships*

Dr. Kimberly Bogle Jubinville, Senior Vice President and University Chief Academic Officer

Colin Van Ostern, Vice President of Workforce Solutions, Workforce Partnerships

Amy Stevens, Executive Director of Competency-Based Education Programs

Questions for Discussion:

- What led to the creation of College for America?
- How does your program currently work?
- Who is participating in your competency-based education programs?
- How are you evaluating your program? Do you have student outcome data to share?
- What barriers to expansion currently exist at the federal, state and accrediting levels?
- What has SNHU's experience with the U.S. Department of Education's Experimental Sites Initiative been like?

4:00 PM - 5:15 PM Conversation with Students and Faculty Members

Speakers:

Students and Faculty selected by SNHU

Questions for Discussion:

- Faculty: What do the most successful students do differently? How are they successfully completing their coursework and their degrees? What sort of preparation have you received on teaching a CBE program? What have been some of the challenges you've faced?
- Students: What attracted you to this program? Are things going as planned? What challenges have you faced/successes have you achieved?

5:15 PM - 6:15 PM Break at Hotel

6:15 PM - 6:30 PM Travel to Dinner

6:30 PM - 8:00 PM Working Dinner with Dr. Paul LeBlanc: Reflections on CBE

Speakers:

Dr. Paul LeBlanc, President of Southern New Hampshire University

MaryEllen McGuire, President of the Postsecondary National Policy Institute

Questions for Discussion:

- Looking back at how your program has changed over time, what would you say are the major lessons learned?
- What advice would you give to an institution looking to create a CBE program?
- What does current available data, research and evaluations tell us about CBE programs as a whole? What data is missing?
- There is a concern that the expansion of CBE could also lead to an increase of bad actors and fraud. What would you say about these concerns?
- What are the potential advantages to increasing CBE programs?
- If you could make one change to the postsecondary system at the federal level, what would it be and why?

8:00 PM - 8:30 PM Travel back to hotel

Friday, April 6

**6:30 AM - 7:30 AM Check-out/Breakfast & Wrap up Discussion
Hotel**

Facilitators:

MaryEllen McGuire

Jessica Bowen

Questions for Discussion:

- How might the federal government further support the work of institutions like NECC and SNHU?
- If there is one key takeaway from the work of NECC and what would it be? What follow up programming might you be interested in regarding competency-based education? What further questions do you have?

7:30 AM - 8:00 AM Drive to Airport/Wrap-Up Discussion on Bus

9:00 AM - 9:30 AM Check-out & Depart for Manchester Airport (MHT)

**9:00 AM - 10:35 AM Depart Manchester, New Hampshire (MHT)
for Baltimore/Washington International (BWI)
Flight # 1703**

10:35 AM Arrive Baltimore/Washington International (BWI)



February 22, 2018

Dear Andrew LaCasse,

We are writing to invite you to participate in the Postsecondary National Policy Institute's (PNPI) *Competency-Based Education Seminar*, April 4-6, 2018 in Manchester, New Hampshire and Haverhill, Massachusetts.

This seminar is designed to increase your understanding of the role of faculty, employers and institutions of higher education in supporting and implementing competency-based education (CBE) programs. It will also increase your understanding of students' experiences with CBE, the CBE regulatory environment, and how quality is assured in developing and implementing competency-based learning.

PNPI fully complies both with the rules enacted by the United States Senate and with the provisions contained in S.1 (P.L. 110-81) as they relate to privately-funded travel of Congressional staff. Included with this invitation are all the forms necessary for ethics rules compliance.

By Monday, March 5, 2018, you must submit the following forms and documents directly to the Ethics Committee in Hart 220:

- A copy of this PNPI invitation;
- A completed Private Sponsor Travel Certification Form with all attachments, including a Senate invitee list;
- An itinerary and agenda; and
- A completed and signed Employee Pre-Travel Authorization Form.

After receiving the completed travel package, the Ethics Committee will review the package and issue an approval for travel to you or your sponsoring Member. The Ethics Committee advises all Senate employees to maintain copies of all submitted forms for their own records. After the seminar, we will provide you with a post-travel form that you will need to complete and submit to the Ethics Committee.

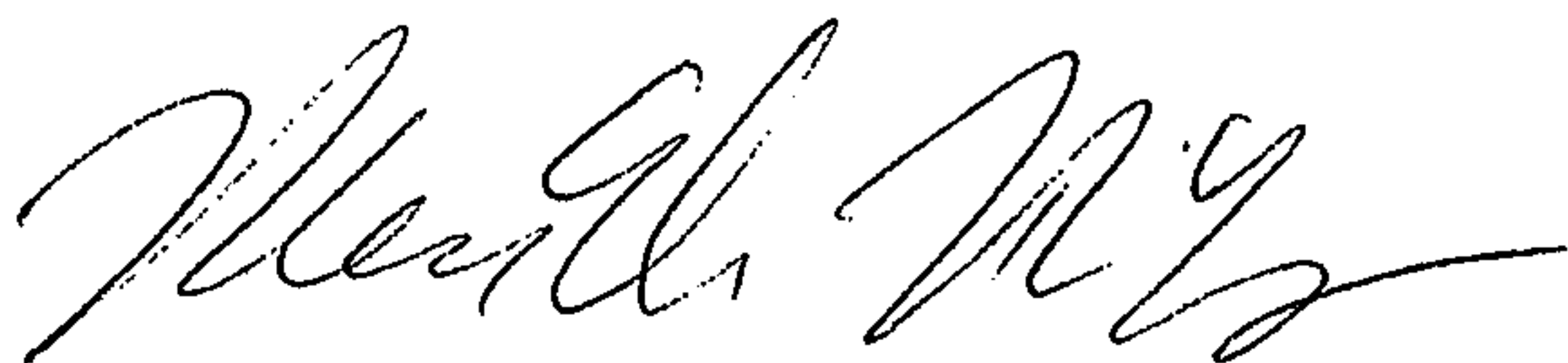
Even if you are unsure whether you will be able to attend the seminar, please submit the paperwork so you will have the option to participate. **Paperwork submitted to the Ethics Committee after the deadline will not be considered.**

Attendance is by invitation only, with no outside observers or lobbyists. Funding is provided solely by grants from established foundations. No government, individual, foreign, corporate or special interest money is accepted. The foundations supporting PNPI are the Bill and Melinda Gates Foundation, the Lumina Foundation, and the Kresge Foundation. PNPI is the sole sponsor, planner and executioner of the trip. PNPI maintains autonomy over the agenda, invitations and materials provided before and after the seminar.

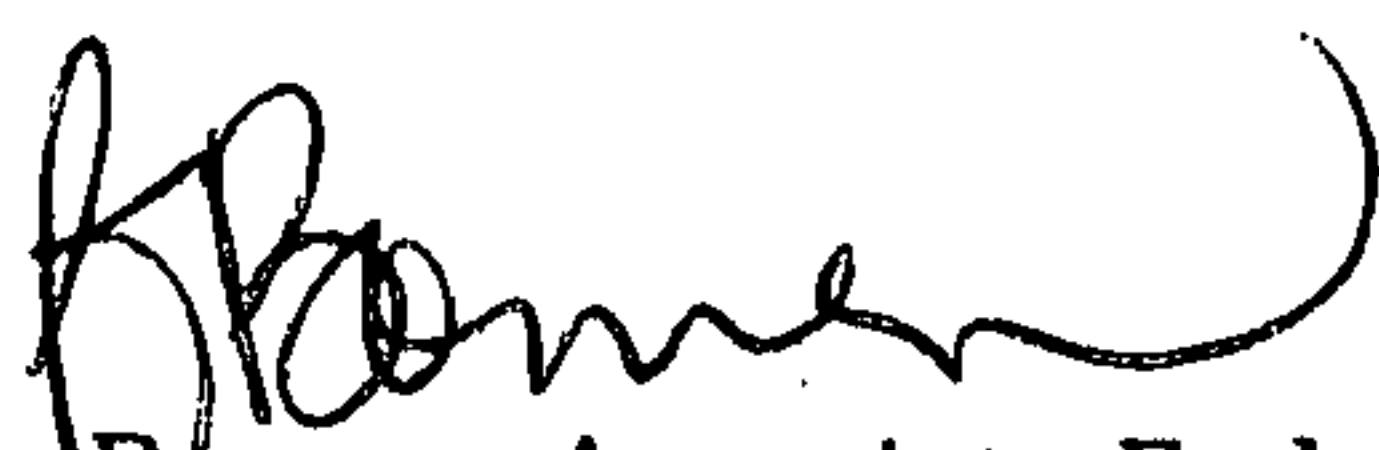
We will depart for Manchester on Wednesday, April 4 at 7:35 PM EST from Baltimore/ Washington International Thurgood Marshall Airport (BWI) and return to BWI on Friday, April 6 at 10:35 AM EST. The program will begin at the Fairfield Inn & Suites by Marriott-Hooksett, Hooksett, New Hampshire on Thursday, April 5th at 8:00 AM EST and will conclude on Friday, April 6 at 7:30 AM EST. If you have any questions about the seminar, please do not hesitate to email or call us directly.

PNPI's *Competency-Based Education Seminar* promises to be both educational and productive. We look forward to your participation!

Sincerely,



MaryEllen McGuire, President
Postsecondary National Policy Institute (PNPI)
mcguire@pnpi.org
202-407-3172



Jessica Bowen, Associate Federal Director
Postsecondary National Policy Institute (PNPI)
bowen@pnpi.org
202-407-3172

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ATTACHMENT:

Senate Private Sponsor Travel Certification Form

2. Description of the Trip:

This seminar is designed to increase congressional staff's understanding of the role of faculty, employers and institutions of higher education in supporting and implementing competency-based education (CBE) programs. It will also increase congressional staff's understanding of students' experiences with CBE, the CBE regulatory environment, and how quality is assured in developing and implementing competency-based learning.

A detailed agenda is attached.

5. Name and title of Senate invitees:

Katie Brown
Legislative Assistant
Senator Collins

Rebecca Howard
Legislative Assistant
Senator Jones

Lauren Davies
Education Policy Advisor
Senator Alexander

Andrew LaCasse
Education Policy Advisor
Senator Alexander

Josh Delaney
Senior Education Policy Advisor
Senator Warren

Brittany Weaver
Legislative Assistant
Senator Hassan

All staff were invited due to their employment with the Senate HELP Committee or with a Member who sits on the Committee.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

PNPI is the sole sponsor, planner and executioner of the trip. PNPI created the agenda, developed the invitation list and is managing all event panels and logistics. The Bill & Melinda Gates Foundation, the Lumina Foundation and The Kresge Foundation are not sponsors of this trip, did not play a role in organizing or planning this trip, and will not be conducting this trip. The Bill & Melinda Gates Foundation, the Lumina Foundation and The Kresge Foundation grant funding to support PNPI including PNPI's work educating Congressional staff, but did not earmark any funding for this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PNPI provides professional development to current and prospective policymakers who work on higher education issues. This seminar is designed to increase current policymaker's understanding of the role of faculty, employers and institutions of higher education in supporting and implementing competency-based education (CBE) programs. It will also increase their understanding of students' experiences with CBE, the CBE regulatory environment, and how quality is assured in developing and implementing competency-based learning.

A detailed agenda is attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

PNPI has sponsored seventeen prior seminars on the topics of college cost (held in Towson, Maryland in May 2012), student financial aid (held at New America and George Mason University in August 2012, the George Washington University in August 2013, the University of Virginia in August 2014 and the Kent Manor Inn in Stevensville, MD in May 2015 and June 2017), higher education accreditation (held in Owings Mills, Maryland in January 2013 and in Warrenton, VA in March 2016), competency-based education and prior learning assessment (held in Manchester, New Hampshire in May 2013), MOOCs and online learning (held at the Airlie Center in Warrenton, VA in April 2014), Minority-Serving Institutions (held in Atlanta, GA in October 2014 and in Seattle, WA in October 2015), non-traditional students (held at the Kent Manor Inn in Stevensville, MD in August 2015), and loan servicing (held in Harrisburg, PA in August 2016). PNPI also sponsored a general issues Boot Camp (held at Kent Manor in Stevensville, MD in June 2016), a federal postsecondary data primer (held at the Airlie Center in Warrenton, VA in April 2017), and a postsecondary data seminar on states, systems, and institutions (held in Austin, TX in August 2017). All prior PNPI trips have been approved by the Ethics Committee.

18. Reason for selecting the location of the event or trip.

Manchester, NH is the home of Southern New Hampshire University (SNHU), a leader in the use of competency-based education to advance student outcomes. Our visit to New Hampshire will also include a visit to Northern Essex Community College (NECC) in Haverhill, MA. Both SNHU and NECC have received funding from the U.S. Department of Education to conduct experimental sites with the goal of improving the delivery of competency-based education. Congressional participants will have the opportunity to hear directly from administrators, students, faculty and supporting staff about their experiences implementing and participating in competency-based education.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): Postsecondary National Policy Institute (PNPI)

 2. Description of the trip: see attached.

 3. Dates of travel: April 4-6, 2018

 4. Place of travel: Manchester, NH and Haverhill, MA

 5. Name and title of Senate invitees: See attached.

 6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
OR
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
AND
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
AND
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
AND
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

See attached.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. PNPI also offers professional development, briefings and bootcamps, to prospective policymakers.

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|---|---|------------------|---------------|----------------|
| <input checked="" type="checkbox"/> Good Faith estimate | \$356.83 (flight cost, MARC train tickets, and on the ground shuttle to meetings) | \$214 | \$89 | N/A |
| <input type="checkbox"/> Actual Amounts | | | | |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached.

19. Name and location of hotel or other lodging facility:

Fairfield Inn & Suites by Marriott-Hooksett, 8 Bell Ave, Hooksett, NH 03106

20. Reason(s) for selecting hotel or other lodging facility:

The Fairfield Inn & Suites is in proximity to the airport and Southern New Hampshire University. The hotel is also within driving distance of Northern Essex Community College.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging for congressional staff costs \$107/night, which is at the federal per diem. Meal costs are \$5 on day one (incidentals), \$64 on day two (breakfast, lunch, dinner, incidentals), and \$20 on day three (breakfast and incidentals). All of these totals are at federal per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

All air travel and ground transportation will be coach class.

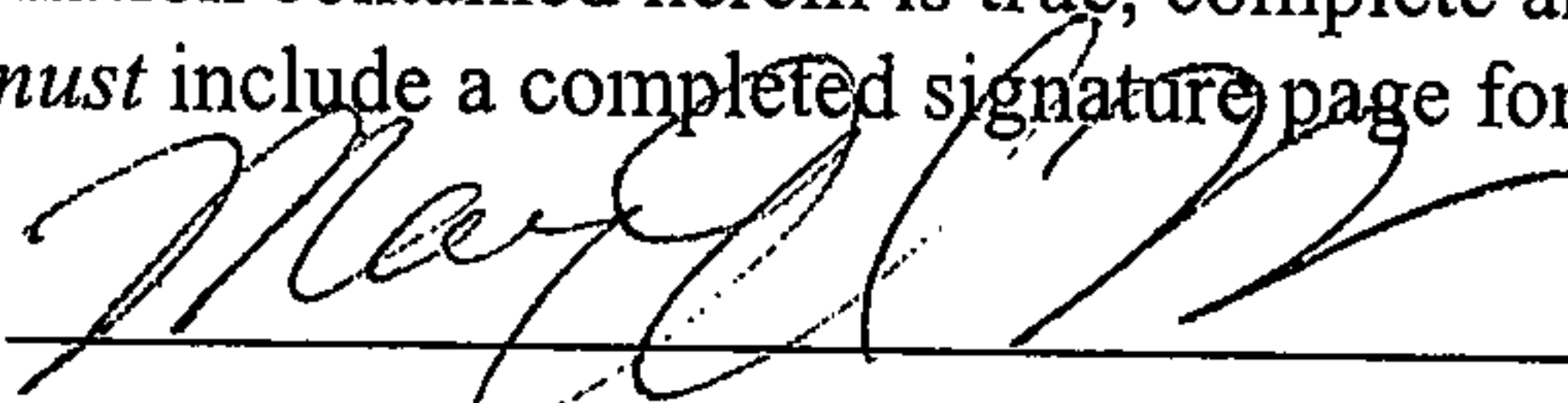
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: MaryEllen McGuire, President

Name of Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone Number: 202-407-3172

Fax Number:

E-mail Address: mcguire@pnpi.org